

Note for Meurer, Meg

From: McMahon, Kathy
Date: Tue, May 4, 1993 11:07 AM
Subject: RE: quantities needed
To: Severino, Joe
Cc: Meurer, Meg

The thank you card message was for Meg. I copied you on my note to her because she mentioned packaging.

From: Severino, Joe on Tue, May 4, 1993 11:00 AM
Subject: RE: quantities needed
To: McMahon, Kathy
Cc: Meurer, Meg

Kathy

I am not aware of thank you cards and I need to know where and when the art will be ready.

All the Racing items are being packaged in PSC as far as I am aware.

From: McMahon, Kathy on Mon, May 3, 1993 1:32 PM
Subject: RE: quantities needed
To: Meurer, Meg
Cc: Severino, Joe

Each package will get a thank you note enclosed. I assume you have ordered them and are having them shipped into PSC/Kankakee. If there is special packaging for the item(s) I need to know if Joe S. is assembling or is PSC. Joe has shipped bulk packaging into them before.

If there is special packaging I need a sample of it sent to PSC so they can order the correct size boxes and mailers.

Also, did Matt talk to you about certification form for smokers? If a consumer calls or writes for a catalog we must send them a certification form to fill out that verifies they are over 21. Once they return the certification we can send them a catalog. (This is PM legal's rule). I sent Matt a sample of the MAT version. Did you see A&K? If not, please find out the status.

Please call or stop by with additional questions.

From: Meurer, Meg on Mon, May 3, 1993 12:25 PM
Subject: RE: quantities needed
To: McMahon, Kathy

ok, great.

Based on the items being received in kankakee, do I or joe s. need to give them some assembly elements memo? For example, like thank you notes affixed how, when etc.

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